

Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Tuesday, September 25, 2012 – 4:00pm

Call to Order: The meeting was called to order by Chairman Abbott at 4:08pm.

Present: Chairman Noel Abbott, Vice Chairman Paul McLatchy III, and Selectman Marilyn Wilson

Soule Barn: Resident Ron Gordon asked about the status of the Soule barn work. DPW Supt. Jim Taylor, who was present, reported that a contract was lined up some time ago, and he has recently contacted the contractor asking that work be completed soon.

Phone for Phone Booth: Resident Ron Gordon asked when a phone would be installed in the phone booth adjacent to the town hall parking lot. Chairman Abbott stated that this is on his to-do list, but with all of the other more pressing issues at hand, this item has had to take a back seat. He thanked Mr. Gordon for his reminder.

BJ's Membership: Resident Carlos Heiligmann read aloud and presented to the Selectboard a letter asking that all employees receive a letter from the Selectboard stating that they were not implicated in any way with the misuse of the card. Matter deferred to next meeting.

New DPW Truck/Equipment: The bid openings for the new DPW truck and equipment were held on July 31, 2012. All bids were turned over to DPW Supt. Jim Taylor for review and recommendation at that time. The bids came in much higher than expected, and the Select Board agreed to seek additional funds at a Special Town Meeting. The necessary funds (\$37,496) were approved at a Special Town Meeting on September 18th. Mr. Taylor was present this evening with his recommendations, and the following actions were taken:

- **Truck:** The Select Board voted unanimously (3/0/0), on the recommendation of DPW Supt. Jim Taylor, to award the contract for the new DPW truck to low bidder Ballard Truck Sales of Worcester MA for a 2012 Mack truck for the amount of \$125,887. The current truck will not be traded in as Mr. Taylor believes he can get far more for the truck by placing it out to bid. The dealer was only allowing a trade-in of \$3,887.
- **Equipment:** The Select Board voted unanimously (3/0/0), on the recommendation of DPW Supt. Jim Taylor, to award the contract for equipment for the new DPW truck to low bidder J. C. Madigan of Lancaster MA for the amount of \$85,555.

Minutes: The following actions were taken on meeting minutes:

- **August 5 & 6:** Deferred to October 2nd meeting. (These minutes were for emergency sessions held after the school fire. Minutes were taken by Selectman McLatchy.)
- **August 23:** Approved unanimously (3/0/0) as written.
- **August 23–Executive Session:** Approved unanimously (3/0/0) as written. [NOTE: At this Aug 23rd meeting it was voted to open these minutes as public record.]
- **September 4:** Deferred to October 2nd meeting. (Minutes were taken by Selectman Wilson as Ellen Miller left meeting not feeling well.)
- **September 18:** Approved unanimously (3/0/0) as written.

Letters of Condolence—Hawley and Charlemont BOS: Kind letters of condolence concerning the recent loss of our school were received from both the Hawley and Charlemont Board of Selectmen. Ms. Miller will prepare draft responses for review/approval/signature at the Oct 2nd meeting.

Harpers Employee Self-Service Payroll Feature: The Select Board voted unanimously (3/0/0) to engage in the *Employee Self-Service* payroll feature that Harpers Payroll Service provides. Employees will be able to view all of their payroll information and print pay stubs and earnings reports. This is a “view only” feature. If they would like to make any updates or changes to their information (name, address, tax exemptions, etc.) or any information

needs correction, they need to see either Ellen Miller or Sandy Daviau. Under this program employees with direct deposit will no longer receive paycheck stubs from the town. Employees not having direct deposit will receive checks as usual, but can still view their information online. All employees will be mailed a letter with log-in instructions and a temporary password that they will need to change after their first login. This new service will become effective November 1, 2012. This will give employees ample time to get online and familiarize themselves with the process. It was noted Harpers that has many clients using this service—but Rowe is in the forefront, as we will be the first municipality signed up for this service [Harpers serves approximately 80 municipalities]. The cost for the service is 25¢ per active employee per payroll; however, this will be offset somewhat by a reduced number of items being mailed at 45¢ each per payroll. Any employees that do not have computer access can use the public computers at the town hall or library, or Ms. Miller or Ms. Daviau will print any information they may need. [See E Miller memo to town employees explaining the new service.]

Submittal of Invoices for Payment: Ms. Miller was instructed to send a memo next Monday, Oct 1st, (copying the Select Board) to all department heads, boards and committees informing them that all accounts payable invoices and requests for reimbursement must be submitted to the Town Accountant by close of business on the Monday of the warrant week, or they will likely not be paid. [See E Miller memo attached.]

Treasury Assistance: Selectman Wilson reported that she has three possible candidates to assist getting the treasury records up-to-date: Lynn Hathway, Charlemont Treasurer/Tax Collector; Linda Marcotte, Buckland Treasurer/Tax Collector; and Carol Olsen, Montague Treasurer. The individual would be paid on a contractor basis. Ms. Wilson recommended that Lynn Hathaway be considered as the first choice due to the fact that she is closest in proximity to Rowe. Chairman Abbott suggested that we pay up to \$25.00 per hour, plus mileage expense. Action was deferred to the meeting this Thursday, September 27th.

Legal Opinions Concerning School Fire: Legal opinions were received from both school counsel Fred Dupere and town counsel Joel Bard that the insurance funds that the town will receive will be above the MGL threshold of \$20,000, therefore will be General Fund receipts, and fall under the purview of the Board of Selectmen. Any use of the funds will require appropriation by town meeting. Mr. Dupere's opinion was received in the form of a letter; Mr. Bard's opinion was received by email. The Select Board is still awaiting a written legal opinion from town counsel Joel Bard as to who has jurisdiction over the school site, as well as a formal written opinion on letterhead regarding the insurance funds. The Select Board unanimously (3/0/0) to forward both opinions to the School Committee, Supt. Michael Buonoconti, Business Manager Joanne Blier, and Principal Bill Knittle.

School Site HazMat Report: The report on hazardous materials at the school site was received from Ed May, the town's Hazardous Materials Control Officer and Emergency Management Director. There is no hazardous situation at the site. There are minor amounts of asbestos in the mastic of the floor tiles and carpeting that are not friable, but will need to be addressed when the building is demolished. Copies of the report will be disseminated at the Thursday, September 27th joint meeting with the School Committee.

Fire Chief's Report: Selectman McLatchy reported that Chief McLatchy is working on the report.

Inventory of Items Lost in the Fire: Principal Bill Knittle is working on a list of items lost in the fire for our insurance company.

School Reports re Tuition Agreement and Three District Agreement: David Newell's report on the Corollary Agreement (part of the Tuition Agreement) has been posted to the town website. Chairman Abbott will forward additional reports to Ellen Miller for posting on the website.

FRCOG Professional Services Agreement: The Select Board unanimously approved (3/0/0) a Contract for Professional Services with FRCOG for procurement services for the DPW Garage Roof PV Solar Array. Two copies of the contract were signed and will be forwarded to FRCOG for their signature. Contract is for an amount not to exceed \$800.00, for the period Sept 18 to Nov 15, 2012. [This project and these professional services will be paid for with the Green Communities grant.]

National Grid—Schedule Z: *Form Schedule Z—Additional Information Required for Net Metering Services* was signed by Chairman Abbott to transfer the net metering credits for the school PV solar array to the Town Hall National Grid account, as the school account is no longer in service. Ms. Miller will forward the form to Berkshire PV who will file the form with National Grid.

UMass Medical Contract for Roster Billing: At the request of Town Nurse Sheila Litchfield (memo attached) the Select Board voted unanimously (3/0/0) to enter into a contract with UMass Medical for roster billing services. Chairman Abbott signed the required paperwork. Funds received are credited to the town's Vaccine Revolving Fund.


Warrants: TW07 and PW07 were unanimously approved for payment.

Adjournment: The Selectboard voted unanimously to adjourn the meeting at 6:00pm.

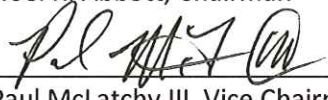
Respectfully submitted,

Ellen B. Miller
Town Coordinator


Approved:



Noel R. Abbott, Chairman



Paul McLatchy III, Vice Chairman



Marilyn Willson

Oct 16, 2012

Date Approved

Attachments:

- Agenda
- Carlos Heiligmann memo re letter to employees
- Hawley BOS letter of condolence
- Charlemont BOS letter of condolence
- Memo to town employees re Harpers Self Service Program
- Memo to town officials/dept heads re submittal of Accounts Payable items
- Legal opinions re insurance funds
- HazMat report re Rowe School
- FRCOG Professional Services Agreement
- National Grid Schedule A – school solar array net metering credits
- UMass Medical Roster Billing contract